

PROJECT CHARTER — Technical Consulting to Virginia Energy Office

Mission: The Virginia Energy Office (VEO) is engaged in an effort to implement solar heat and other renewable technologies on state-owned buildings. As part of this effort, they have asked NREL and Sandia to provide cost sharing and technical assistance in the project. NREL has agreed to provide cost sharing through their solar heat program. Sandia, as part of our involvement in the solar heat program, has agreed to provide technical and engineering consulting to the VEO technical staff. This technical assistance is consistent with the type of service typically provided by the STDAC.

Goal: To provide technical assistance to the VEO in the implementation of solar heat systems in Virginia. The assistance may involve project selection, development of equipment and/or contractor specifications, proposal and design reviews, project troubleshooting, system performance monitoring, and technical training.

Objectives: This tasks for this project are not well defined because the major objective is to respond to the needs of the VEO; these needs may vary considerably over time. However, there are several generic tasks that can be defined:

- 1) Become familiar with the needs of the VEO so that appropriate assistance can be provided. This may require significant interaction with the VEO's project manager.
- 2) Define the necessary project support in as much detail as possible so that support can be planned within the STDAC resources.
- 3) Provide project support as appropriate; coordinate efforts with NREL as required.
- 4) Report regularly on progress through quarterly and annual reports. Additionally, significant events and/or progress should be documented in a newsnote.

Scope: This project is limited to providing technical support regarding renewable technologies that are within Sandia's program. It is very important to avoid assistance activities that compete with private industry or conflict with NREL.

Restrictions, Assumptions: Coordination of support activities with NREL is essential.

Customer: Virginia Energy Office, Solar Program Coordinator. As of June 1, 1994, the program coordinator is Susie Thomas. A secondary customer is Russ Hewett at NREL, the SPH program manager.

Timeframe: The project has been ongoing for 18 months. Support activities are expected to continue through the middle of FY95.

Budget/Other resources: This task will require about 0.1FTE

Program support: Solar Process Heat; Solar Electric Program]

Lead engineer: D. Menicucci

Approval/date:

 14 Aug 94
D. Menicucci